

# LANCE RAMIREZ

Springfield, Missouri 65806 605-850-1563 lanceramirezz21@gmail.com

## PROFESSIONAL SUMMARY

Reliable candidate ready to take on challenges using problem-solving and task prioritization skills to help team succeed. Excited about opportunity to take next career step.

## SKILLS

- |                                |                    |                        |
|--------------------------------|--------------------|------------------------|
| • Table Bussing                | • Order Management | • Beverage Preparation |
| • Supply Restocking            | • Food inspection  | • Customer Service     |
| • Safe cleaning with chemicals | • Engine Cleaning  | • Vehicle transport    |
| • Attention to detail          | • Stain removal    | • Exterior detailing   |
| • Headlight restoration        | • Odor elimination |                        |

## EXPERIENCE

Server October 2023 - February 2024

- Steak N Shake | Springfield, Missouri 1550 S Glenstone Ave
- Communicated professionally with customers, colleagues and supervisors.
  - Delivered food and beverages promptly to customers.
  - Explained details for new menu items and daily specials.
  - Listened to guest needs and responded promptly for personalized service.
  - Followed safety, sanitization and food handling guidelines.
  - Processed credit card transactions, gift cards and cash payments.
  - Took accurate notes detailing customer orders.
  - Assigned and arranged tables for large groups.
  - Memorized menu additions, changes and limited offerings.

Car Lot Attendant November 2021 - September 2022

- Corwin Dodge of Springfield | Springfield, Missouri
- Guided vehicles into and through parking lot to correct spaces.
  - Conducted regular inspections of vehicles to ensure cleanliness and maintenance needs were met.
  - Cleaned vehicle interiors and exteriors, ensuring polished appearance for customer satisfaction.
  - Coordinated with sales and service departments to ensure timely movement of vehicles between areas.
  - Installed license plates on newly sold vehicles according to dealership policies.

## EDUCATION

High School November 2021  
Buffalo High School, Buffalo, Minnesota

## LANGUAGE

Spanish	English
<div><div></div><div></div></div> Advanced	<div><div></div><div></div></div> Native